

Job Leads June 3rd, 2009

Local job searching links:

<http://boston.craigslist.org> – great source for local listings and freelance gigs

<http://boston.com/jobs> - powered by Monster.com, see what is available in your area

<http://www.newenglandfilm.com/jobs.htm> - local listing for production crews and casting calls

<http://www.snagajob.com> – for hourly and part-time employment

<http://www.cityofboston.gov/OHR/> - jobs through the city of Boston

<http://www.indeed.com>

Where do you like to shop?

Do you shop at a particular mall or department store? Do you have a restaurant you like to go to? These could be great places to apply for a job.

What are your interests?

Have a special interest? Whether it is love for gaming, photography, art, clothing, movies, books, etc., look for opportunities that will allow you to do the things you enjoy.

Be Prepared:

- 1) Application – Make sure to fill out your application as thoroughly and carefully as possible.
- 2) Greeting – Make a good first impression. Be energetic, polite and friendly.
- 3) Resume – Always bring a copy of your resume. It is always better to have your resume and not need it than to need your resume and not have it.

Employers who offer tuition reimbursement to part-timers

Look for companies that will help you pay your way through school. Here are just a few examples.

FedEx	Allstate	Marriot	YMCA
Home Depot	NetFlix	Hilton	Cole Haan
Starbucks	UPS	The Apple Store	

If you need assistance with your resume, cover letter, or any other job related skills contact Andrew Ferro @ Aferro@aii.edu



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Need help writing your resume or cover letter, brushing up on your interviewing skills, or just have general questions about jobs? Email me at aferro@aii.edu stop by my office, or contact me to set up an appointment at 617-582-4420.

If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.

ON-CAMPUS

All on-campus jobs pay \$8hr.

Service Specialist, Studio Operations: General office duties such as bookings, sign in & out studio access, sign in & out studio equipment, reservations, and basic inventory. High priority on customer service and client interactions. Must be detail oriented individuals who focus & work well in a fast paced office environment. A Professional attitude, general client/customer service skills with quality organizational skills. Work Monday thru Friday between the hours of 8am-5pm. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

MIS Helpdesk, MIS: Assist MIS team in providing print center support. Help end users experiencing problems with hardware and software. Answer Help desk calls. Assist with PC moves and repair and replace equipment Qualifications: Knowledge of Windows XP, Apple/MAC, internet communications, basic networking understanding; Working Knowledge of PC/ MAC hardware and Software; Problem solving & troubleshooting skills; Ability to lift 35 lbs; Excellent communication and customer service skills, team player. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Customer Service Representative, Registrar: Filing, greeting students\faculty at the reception window. Various other tasks as needed for the Registrar. Must have excellent customer service and communications skills. Friendly, outgoing and reliable person. Must be organized and good at problem solving, knowing when to ask others for assistance for example: If you do not know the answer to a question, direct the students to the Registrar or Assistant Registrar. Work Monday thru Friday between the hours of 8am-5pm. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Customer Service Representative, Student Financial Services: Filing, greeting students\faculty at the reception window. Various other tasks as needed for the Registrar. Must have excellent customer service and communications skills. Friendly, outgoing and reliable person. Must be organized and good at problem solving, knowing when to ask others for assistance for example: If you do not know the answer to a question, direct the students to the Registrar or Assistant Registrar. Work Monday thru Friday between the hours of 8am-5pm **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Office Assistant, NEiA: The Career Service Office is looking to hire a student worker to with some filing, database management, and other administrative tasks. Work on binder projects and organizational tasks that need to be constructed and then maintained. Must be organized, have attention to detail and be reliable. Must have superior writing and editing skills. Must be available both Tuesdays and Wednesday. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Community Service
Jobs pay \$10hr.

You must be work-study eligible to work these jobs
Check in with me to see if you are eligible.

Volunteers of America Massachusetts regularly sees a need for website, graphic and advertising assistance in the Development Department.

Duties and projects could include:

- Annual Report and Newsletter production
- Quarterly electronic newsletter design
- Fundraising Appeals
- Event Invites
- Event Program Books
- Assisting in the creation and execution of marketing and advertising plans
- Regular Website Updates

We would be interested in students who are looking for volunteer, intern or work-study placement. Students would report regularly to our main office located at 441 Centre Street in Jamaica Plain, MA 02130. Days of availability include Tues. – Fri., 10:00 am 5:00 pm. Some projects will require travel but students will be given ample notice. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Readers for the Blind/visually impaired, Boston: Massachusetts Commission for the Blind. Provides one-on-one services primarily in the homes of MCB members. Generally, matches are made to keep volunteers and consumers geographically close to eliminate transportation problems. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Meal prepares/servers, The Boston Living Center: Volunteers need to prepare/serve meals, or longer term opportunities to run a class for clients. Boston living center is a non-profit community and resources center whose mission it is to foster the wellness of all HIV positive people and respond to the changing needs of the HIV/AIDS community. Through peer leadership and support, they strive to enhance and enrich the lives of their members by providing education, treatment information, and support services with the goal of empowering members to live productive lives and participate within their families and communities. **If you are interested in one of these jobs contact Andrew**

Ferro at 617-582-4420 or aferro@aie.edu with the job title and location ex: Admin Assistant, Boston.

Mentor, Boston: Volunteer mentor at the Educational Development Group helping recent immigrants realize their American dreams by helping them to develop to their full potential. EDG greatly relies on the efforts of our volunteer mentors to make our ten-week ESOL program a constructive one for students. EDG is committed to serve our immigrant population with excellence. In order to achieve this, we expect you, the volunteer mentor, to share the similar commitment. Basic Requirements -We expect all volunteers to be punctual. You are expected to call us at least a day in advance if you cannot come as scheduled. Volunteers should maintain a positive attitude and follow instructions. We encourage volunteers to ask questions and for assignment clarification to prevent misunderstanding. Appearance and Conduct Standards: To better present EDG as a professional organization, the following standards are imposed:

1. Hair must be neat, clean, and well-groomed at all times
2. Dress code is business casual; do not dress provocatively or scandalously. Shorts and miniskirts may not be worn.
3. Volunteers may not engage in romantic relationship with students
4. Cell phones should be put away during working hours
5. The use of the Internet for personal purposes should be limited
6. Profanities and aggressive behavior will not be tolerated

Volunteer Responsibilities:

1. Teach English language skills and cultural awareness
2. Teach basic computer skills
3. Help students fill out job applications and help them practice their interview skills
4. Assist in leading group activities such as educational games and field trips
5. Engage students in causal conversations using English

If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aie.edu with the job title and location ex: Admin Assistant, Boston.

Usher, The Puppet Showplace Theatre: Supervisor: Adam Courville, Box Office Manager The ideal candidate would be articulate, patient, friendly and willing to assist patrons in a polite manner. Preferred Skills: Customer service experience; Basic computer knowledge and proficiency; Attentiveness to audience and performer needs; Experience working with children; Ability to ask questions when needed; Attention to detail. Availability: Weekend shifts Sat-Sun 9-5 (Must be available on the weekends) Weekday shifts Tues-Fri 9-4 Responsibilities: 4+ hours a week. Individuals interested in puppetry can see shows, meet the puppeteers and gain knowledge about various styles of puppetry. Ushers are responsible for greeting patrons, explaining the seating

arrangement and regulating proper behavior in the theatre during shows. Ushers will also be responsible for preparing and distributing show playbills, as well as helping the box office staff with light cleaning, administrative, clerical and office work as needed. All PST volunteers must provide references and complete a CORI background check. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Educational Liaison, The Puppet Showplace Theatre: Supervisor: Adam Courville, Box Office Manager Preferred Skills: Basic computer knowledge and proficiency; Attention to detail. Availability: 5 hours/week, days flexible. Responsibilities: As Educational Liaison for the Puppet Showplace Theatre (PST), your primary responsibility would be to increase the number of groups visiting PST by facilitating lines of communication with, and promoting PST programs to; area elementary schools, pre-school programs, after-school programs, and summer camps. Duties would include: Gaining a strong knowledge base of PST's mission and programs; Compiling current postal and email lists of schools and organizations; Drafting outreach materials; Conducting phone calls to prospective schools and organizations; Conducting follow-up phone calls and evaluations with group-attendees contacts All PST volunteers must provide references and complete a CORI background check. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Mentor/Tutor

Organization: **Computer Clubhouse**

Responsibilities: • Orient, welcome, and guide new members • Help to identify members that might need extra support or encouragement • Provide general help to members Offer encouragement to members • Work one-on-one with members • Offer specific guidance or workshops in areas of expertise • Organize special projects (based on interest) • Support members in thinking about career/college opportunities • Bring any serious concerns/issues to the attention of the Clubhouse Manager. **Qualifications:** • Interest in the Clubhouse philosophy • Experience/ and or interest in working with young people • Technical/ and or art skills OR commitment to developing skills • Strong in English, Math and reading, assisting w/homework • Curiosity and interest in learning more about technology, working with young people, and being part of the Clubhouse Community • Open to new people and ideas. **Hours:** Average **10-20 hours** a week. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Graphic Designer -

Organization: **Project Think Different**

Responsibilities: Provide layout and design assistance copy images provided, Work with marketing team to develop a design and layout, Make updates to

website. **Qualifications/Skills Needed:** Proficiency with Pagemaker, Photoshop and Illustrator required. **Hours:** Average **10-20 hours** a week. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

**Television/Videographer -
Different**

Organization: **Project Think**

Responsibilities: Film Rehearsal and/or various productions, Produce PSA's, Promotional videos

Qualifications/Skills Needed: Basic camera and lighting skills, Friendly, energetic personality

Responsible, Detail oriented. **Hours:** Average **10-20 hours** a week. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Marketing Promotions –

Organization: **Project Think Different**

Responsibilities: Market and promote events the organization has at various venues. **Qualifications/Skills Needed:** Friendly, Responsible, Excellent verbal and written communication skills, Detail oriented, Good computer skills: word processing, data entry, and Customer Service. **Hours:** Average **10-20 hours** a week. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

GENERAL:

Part-time, Unless otherwise noted

Catering Chefs - Prep Cooks - Bartenders – Servers, Brookline and off

Premise: Chai Catering of Brookline A Kosher catering company

Positions available Catering Chefs - Prep Cooks - Bartenders - Servers

Stewards - Dishwashers - Kitchen help Requirements: Tips certification

Bartenders and food servers; Certified food Certificate; Chefs and cooks-

Professional attitude and Manners

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Audio & Video Technician, Foxboro MA and Surrounding Areas: Audio Video Equipment Rental and Production Company looking for a general technician to set and operate equipment (e.g. screens; projectors; microphones; speakers etc). Applicant must have driver's license, driving record, and regular access to vehicle. Position starts as part-time, hours vary from week to week. Applicants MUST have flexible schedule. Experience in Corporate Meetings a plus but not mandatory, will train. Salary based on qualification and experience. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Summer Office Help, South Boston: A college student is needed for part-time, summer office help. We are a small office located on the South Boston waterfront and are responsible for maintaining and repairing transportation equipment for the Port of Boston. Help is needed approx: 20 to 30hrs per week depending upon the volume of work. The average work day would be 9am to 1pm with the potential for longer hours on Fridays and days when there is extra work. This is a great opportunity to gain office experience before graduation.

Responsibilities would include:

- Maintaining an accurate inventory of transportation equipment for clients.
- Running and cross referencing reports in order to manage electronic records.
- Ensuring the accuracy of filing cabinets.
- Assisting with invoicing
- Other clerical duties as needed

What we are looking for:

- Attention to detail- Very important
- Quick learner- Our computer system is designed specifically for our company and it is important to catch on quickly.
- Comfortable with computers- The majority of work will be done on the company's computer system.
- Maturity
- Comfortable working in a small office

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Customer Service Representative: Prudential Center: Compensation: \$10 per hour
Qualifications: Bachelor's degree preferred, current students (at 4-year colleges/universities) considered. We are in search of enthusiastic individuals who share our passion for the customer experience. Our Customer Service department is a key component in our mission to provide unparalleled Service, Selection, and Price! Key Job Duties:

- Receive inbound calls from our customers
- Adopt a customer-centric approach to improve the customer experience

- Speak with a friendly and engaging tone of voice to develop rapport
- Assist customers with site navigation and order placement (teach customer how to “shop CSN”)
- Learn the most efficient ways to navigate CSN sites in order to help customers in a timely manner
- Escalate calls as necessary
- Perform other duties as assigned

What is expected to drive success:

- Effective verbal skills
- Knowledge of computers and internet (quickness and ease with these tools)
- Ability to think on feet (to conduct root-cause analysis and respond promptly to customer)
- Outgoing and enthusiastic – ability to quickly develop rapport with customers (cheerful, helpful, caring)
- Motivation to meet customer needs
- Strong work ethic
- Be analytical, creative, and innovative in solving problems

Work Schedule:

Applicants must meet the following requirements:

- Flexible schedules
- Willing to work up to 30 hours per week (weekdays, weeknights, and/or weekends)
- Able to work beyond the summer months

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Lifeguard, Boston: Job opening at RTH: Spend your summer at our incredible outdoor pool! Roxbury Tenants of Harvard is seeking an energetic lifeguard to join our team and work at our pool through Labor Day. Duties include: enforcing pool rules, maintaining accurate daily pool records, sustaining hygienic conditions in and around pool, and utilizing strong customer-service skills for patrons of all ages. Requirements: - Lifeguard Certification w/CPR, first-aid - Minimum of 2 years experience - Bi-lingual candidates strongly preferred. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Dog Walker, Waltham, Newton, Watertown, Belmont, Weston:

Take 4-6 dogs on a 1-hour field trip for an off-leash adventure in the woods, at pond, racing across the fields. Great fun for everyone! Hours are 10-2 Monday through Friday in the Waltham area. Some evening client meetings. You must commit to at least 9 months of employment and have a reliable vehicle that can transport up to 7 dogs. Most important, you must have a strong, positive connection with animals and excellent communications skills with pet owners.

You must have a cell phone and access to the internet. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Event Temps, Boston: Seeking 30 students to fill positions as banquet waitstaff, bartenders, hosts and hostesses. Flexible Schedule – Pick your own hours. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

At Your Service, Boston: banquet wait staff, bartenders, hosts and hostesses. Flexible Schedule – Pick your own hours. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**